

VILLAGE OF HOTEVILLA

ELDERLY PROGRAM COORDINATOR

INTRODUCTION: The coordinator will provide administrative and program activities and oversight of Hotevilla Community Elderly/Youth Center to provide social, recreational, educational and cultural activities for the Hotevilla Village Adult Elderly population.

DITIES:

1. Implement community activity programs according to established objectives and develop work plans, projects, and supervise center and sewing room activities under the direction of the Community Service Administrator.
2. Maintains financial cuff account and monitor expenditures as well as identify the needs and request for purchases.
3. Coordinates all program activities with volunteers, community members, outside agencies and organizations, Hopi Tribal Programs/Departments and available resources in the provision of program services.
4. Coordinates and work with the Youth Coordinator implementing projects and other activities as a cohesive unit.
5. Prepares weekly activity logs and monthly narrative reports.
6. Enforces and practices good health, sanitation and safety practices in accordance with prevailing standards.
7. Research outside resources and initiate preparation of funding search and development.
8. Performs other duties as assigned.

COMPLEXITY: The work is routine and may require varied techniques and subjective judgment. The Coordinator Carries out program activities in conformance with established program priorities and objectives.

SUPERVISION RECEIVED: The supervisor defines the goals and objectives and priorities of the programs mission in conformance with the scope of work. The incumbent plans and carries out work plans on own initiative, referring unfamiliar problems/situations to the supervisor for guidance. Work is reviewed for technical accuracy and conformance with plans, established policies and procedures.

PERSONAL CONTACTS: Contacts are with Hotevilla Village leaders, Board of Directors, members, educators, the general public, outside agencies and organizations to coordinate and acquire provision of services and to exchange factual information and brainstorm how to make the program to better serve the Adult Elderly population.

PHYSICAL EFFORTS & ENVIRONMENTAL FACTORS: Work is performed in a standard office environment, Village community environment or other locations where activities may be scheduled. Physical participation in recreational activities with the clients are necessary. Evening/weekend work may be necessary to meet schedules of outside services. Travel on and off the Hopi reservation is required.

MINIMUM QUALIFICATIONS:

A. Required Education and Experience

1. Education : Two (2 years) post high school with emphasis in Education, Social Science, Counseling, or Physical Education preferred.

AND

2. Experience : Two (2) years administrative and supervisory work experience in adult program preferred. any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

B. Required Knowledge, Skills and Abilities

1. Knowledge of culture/traditions and socio-economic environment of Hotevilla Village.

Knowledge of aging needs, growth and development, general counseling and group facilitation methods.

Knowledge of resources available to support programs and issues facing Senior Citizens.

Knowledge of administrative management procedures and requirements.

Knowledge of financial budgetary systems and requirements.

2. Skills : Skill to communicate with and motivate the adult elderly population.

Writing and verbal skills for effective communication and presentation to groups.

Managerial skills to organize plans, activities and maintain consistency.

Supervisory skills to lead groups, staff and volunteers.

Skills to operate office machines, calculators, copiers, and a van to transport clients.

3. Abilities : Ability to cope with constant pressure and work with problems such as frustration, anger emotional, and social problems.

Ability to work long hours and flexible hours including evenings and weekends.

Ability to gain the trust and confidence of the clients and develop good relationships.

SPECIAL REQUIREMENTS:

1. Possess a Current Arizona Operator's License and obtain a Hopi Tribe Defensive Driving Card.
2. Work evenings and weekends.
3. Speak and understand the Hopi Language
4. Possess a Food Handler's Permit.
5. Provide a satisfactory Background and Clearance.

REVIEWED BY:

 Hotevilla C.S.A
Department/Office Hiring Authority

10/21/10
Date

REVIEWED BY:

 BOARD PRESIDENT
Chairperson/President Hotevilla Board of Directors

10-22-10
Date